

May 31, 2013

PCard-06-2013: Questionable Transactions Report (QTR) Program

This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, of the Charge Card Service Center Program Office.

APCs,

The Charge Card Service Center (CCSC) is in the process of implementing additional oversight and compliance programs to ensure the charge card program is in compliance with the Departmental Regulation (DR) 5013-6 and Office of Management and Budget (OMB) Circular A-123. With the implementation of this program, the CCSC objective is to provide support to the agencies in reducing and/or mitigating risk of fraud, abuse, and misuse within the agencies. Again, the CCSC's intent with this program is to help the agencies increase the integrity of their programs, apply best practices, and to ensure that the agencies are in compliance with DR 5013-6. This new program is summarized below:

- **Questionable Transactions Report (QTR):** The CCSC's Compliance Section (CS) will conduct reviews of cardholder transactions to identify potential fraud, misuse, and abuse. A report (QTR) will be issued to each agency monthly identifying questionable transactions related to both the purchase cards and convenience checks transactions. The QTR report is designed to help the Agency Program Coordinators (APCs) perform the required oversight.
 - **Detailed Information:** For details on this program, please see the attached instructions, labeled QTR Instructions.docx.
 - **Starts:** June 3, 2012
 - **Due:** Within 15 business days of receipt of the QTR
 - **Frequency:** Monthly

These programs are designed to support you and your agency and ensure compliance. Going forward, the CCSC will communicate other programs and support-based initiatives to help you manage and monitor the charge card program.

Again, thanks for your support and please contact us if you have questions.